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OFFICE OF THE CONTROLLER

OFFICE OF THE CITY ATTORNEY:

A Review of the Department
Head Transition

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REFERENCE BOOK

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Edward Harrington
Controller

April 4, 2002

Audit Number 01033

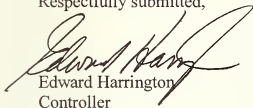
Dennis J. Herrera, City Attorney
Office of the City Attorney
City Hall, Room 234
San Francisco, CA 94102

Dear Mr. Herrera:

The Controller's Audits Division presents its report concerning the department head transition at the Office of the City Attorney (office). On January 8, 2002, Louise Renne completed her term as the city attorney and you were inaugurated as the new city attorney.

The office properly transferred authority, assets, and funds upon the transition of the city attorneys. The office also properly executed other procedures in the transition of the city attorneys, including processing payroll transactions.

Respectfully submitted,



Edward Harrington
Controller

INTRODUCTION

BACKGROUND

As part of the responsibilities of the Office of the Controller (Controller) to ensure that the City and County of San Francisco (City) properly safeguard its assets, the Controller's Audits Division conducted a review of the department head transition at the Office of the City Attorney (office). On January 8, 2002, Louise Renne completed her term as the city attorney and Dennis Herrera was inaugurated as the new city attorney.

SCOPE AND METHODOLOGY

The purpose of our audit was to determine whether the office followed proper procedures in the transition from former City Attorney Louise Renne to current City Attorney Dennis Herrera. We reviewed the office's funds for which the former city attorney had signatory authority and personal responsibility. We determined whether the office properly computed pay transactions during the transition period. We also determined whether all City assets under the control of the former city attorney were returned. Finally, we determined whether all of the former city attorney's travel advances and personal expenses were liquidated. In conducting the audit, we interviewed the staff at the office and obtained supporting documents when appropriate.



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AUDIT RESULTS

THE OFFICE OF THE CITY ATTORNEY PROPERLY EXECUTED PROCEDURES IN THE TRANSITION OF ITS DEPARTMENT HEAD

The office properly ensured that the former city attorney returned all City assets she held and properly recorded all assets assigned to the new city attorney. The office also canceled the former city attorney's authority to sign City documents. In addition, the office correctly computed payroll transactions for the former city attorney and the new city attorney.

We conducted this review according to generally accepted government auditing standards. We limited our review to those areas specified in the audit scope section of this report.

Staff: Ben Carlick, Audit Manager
Lorita Chung

cc: Mayor
Board of Supervisors
Civil Grand Jury
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